



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

INTERNET PAYMENTS DUE/HISTORY

The Internet Payments Due Report provides a list of outstanding filing fees due that are associated with an attorney CM/ECF account. The Internet Payment History Report allows an attorney to review his/her completed credit card payments over any specified time-period. The case number and the receipt number, which should be the same as the transaction number on your credit card statement are shown and this information should assist you in reconciling your credit card charges to your client. The default for this report is set for the previous 30 days.

FILING STEPS:

Internet Payments Due

1. Click 'Utilities' on the Blue Menu Bar
2. Click 'Internet Payments...'
3. Click 'Internet Payments Due'
4. Select the outstanding fee(s) you want to pay, click 'Next'
5. Click 'Pay Now'
6. Fill in the 'Online Payment Screen'
7. If there are no outstanding fees you will see 'No outstanding fees found!'

Internet Payment History

1. Click 'Utilities' on the Blue Menu Bar
2. Click 'Internet Payment...'
3. Click 'Internet Payment History'
4. Enter the desired beginning and ending dates
5. Click 'Run Report'
6. A report of all payments made during the specified time range is displayed